Eighth Grade Term Paper: Footnotes

1. **What is a footnote?**
    a. A footnote is a method of citing a source that is used in a paper. The footnote should cite the authority for specific facts or opinions, as well as direct quotations.
    b. A footnote appears as a superscripted number at the END of the appropriate sentence or paragraph. For example, if I footnote this sentence the footnote would go AFTER the period or the quotations marks.[1]
    c. Footnotes go in sequential order (1, 2, 3, etc.).
    d. It is not uncommon to have at least 3-4 footnotes on each page of a research paper.

2. **Why do you need to use footnotes?**
    a. Footnotes are necessary in order to avoid plagiarism. Plagiarism, as defined by the Merriam-Webster Dictionary, is:
        (1)"to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source."
        (2)"to commit literary theft: present as new and original an idea or product derived from an existing source."
    b. You also need to use footnotes if you paraphrase. Paraphrasing is defined as: "a restatement of a text, passage, or work giving the meaning in another form." Plagiarism consists of stealing both exact words and paraphrased words, as plagiarism covers the theft of ideas.

3. **How do you make a footnote?**
    a. In Microsoft Word, under "Insert" go to "Footnote" and the program will automatically add a footnote.

4. **What information does not need to be footnoted?**
    a. Common knowledge, such as a date of birth, or a basic fact that you have seen repeated multiple times does not need a footnote. For example, stating that acupuncture started in China is common knowledge, while the number of Americans using acupuncture would require a footnote.
    b. When in doubt – FOOTNOTE! It is always easier to remove them than to add them.

5. **How are footnotes formatted?**
    a. See the bibliography/footnote sheet. Note that footnotes are in a DIFFERENT format than the bibliography. Most bibliographical references do not have page numbers, while footnotes always do (unless it is a web site).

6. **What do you do the second time you mention a source?**

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[1] My ideas on footnoting.

a. If it is a book, you just need to use the author's last name and the page number.
b. If you have more than one title by the same author, you need the name and title, as well as the page number
c. If it is a newspaper article or web site, you need to reprint the entire source title.

7. **What do you do if you have a paragraph with several pieces of information from the same source?**
   a. You can put one footnote at the end of the paragraph, and put the multiple page numbers at the end of the footnote. Separate each page with a comma.
   b. If you are using information that is scattered throughout a large number of pages, then in the footnote itself write the word "passim" after the range of pages (e.g., 12-20 passim.)

Example of how to footnote – a sample passage from a research paper:

After the Civil War, New York City underwent a period of unprecedented urban expansion. The population grew by thirty percent, to almost one million people in 1870. Commerce, foreign trade, and real estate values also increased, and there was improving efficiency in the metropolitan infrastructure.[2] The landscape of the city was changing, with the rise of the central business district downtown and the creation of suburbs and parks uptown.[3] In 1872, James Miller's guide to New York City described its society as "cosmopolitan – an amalgam, composed of all imaginable varieties and shades of character… the rude and the reformed, the learned and illiterate, the affluent and the destitute… all habits, manners and customs of the civilized globe."[4]

While urban growth created improvements in technology, communication, and transportation, it also bred social problems. By 1876, 50 percent of the city population lived in tenements, where crime and poverty pervaded.[5] William Cullen Bryant noted,

> To great cities resort not only all that is eminent in talent, all that is splendid in genius, and all that is active in philanthropy; but also all that is most dextrous in villany, and all that is most foul in guilt. It is in the

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[2] David M. Scobey, Empire City: Politics, Culture, and Urbanism in Gilded-Age New York (New Haven: Yale University, 1989), 25, 26, 188.
[3] Scobey, 29, 334.
[4] James Miller, Miller's New York as it Is (New York, James Miller Press, 1872), 23.
[5] Thomas Bender, New York Intellect: A History of Intellectual Life in New York City from 1750 to the Beginnings of Our Own Time (Baltimore: Johns Hopkins University Press, 1987), 171.

labyrinths of such mighty and crowded populations that crime finds it safest lurking-places; it is there that vice spreads its most seductive and fatal snares, and sin is pampered and festers and spreads its contagioun in the greatest security.[6]

Footnote 2: This is a paraphrasing of information that contains statistics and facts that are not necessarily common knowledge.
Footnote 3: Also contains information that was not my own idea.
Footnote 4: This is a direct quotation.
Footnote 5: This has a statistic.
Footnote 6: This is a direct quotation.

Block Quotations:
When a quotation is more than 4 lines long, it is customary to make it a block quotation. This information is single spaced, justified on both the left and right margins, and indented on both sides. A block quotation does NOT use quotation marks.

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[6] Art Committee of the Union League Club, <u>Proceedings of a Meeting Held at the Theater of the Union League Club</u> (New York: Printed for the Committee, 1869), 11.